

**State of Nevada
Department of Personnel
Agency Procedures
NEATS Employee Development**

Procedure # 01.30.31 Employee Development Module for Employee/Student

Purpose To describe the procedures and policies to be used by all state employees when registering students in training classes offered by the Department of Personnel and individual State agencies.

It will allow users an efficient and effective way to register for State offered classes, maintain and print student transcripts, enroll and drop classes and many other features.

Timing

Associated Regulations NAC 284.842 Types of training.

NAC 284.484 Release time or leave to attend training.
(NRS 284.343, 284.345)

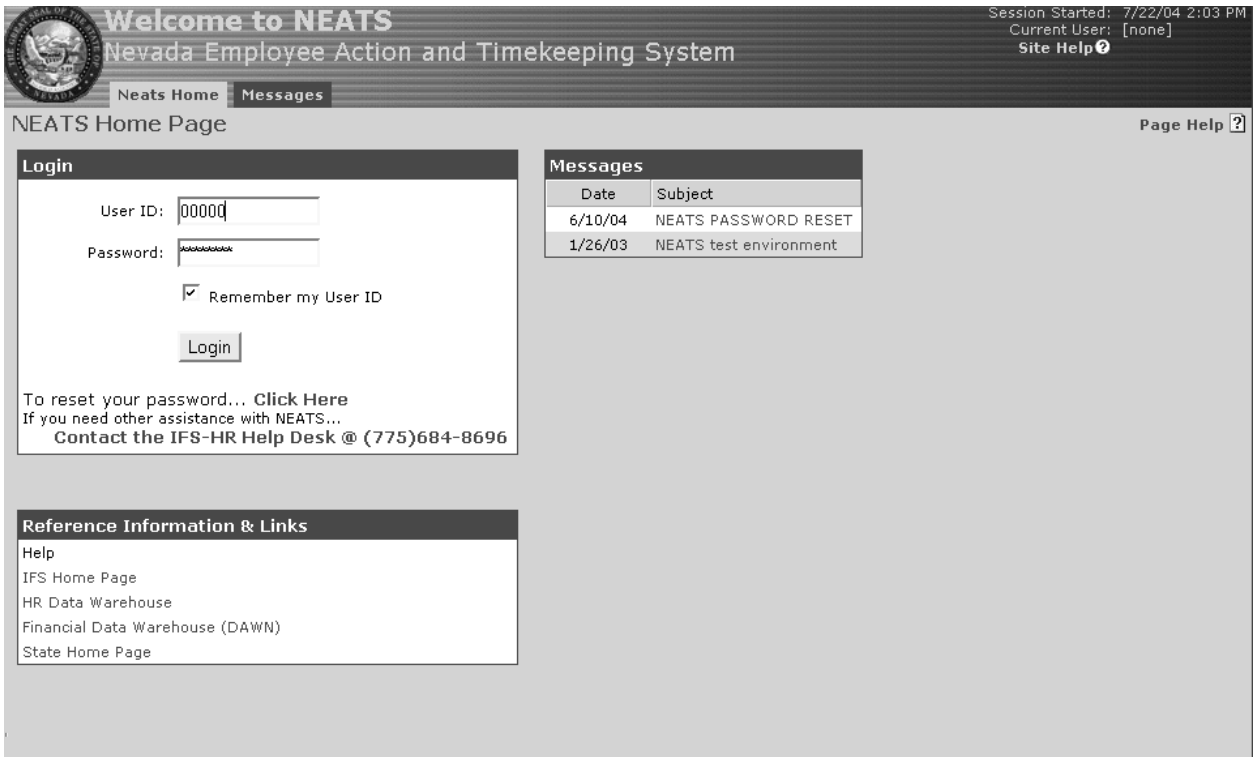
NAC 284.485 Criteria for approving or denying training or education requested (NRS 284.343, 284.345)

NAC 284.486 Money for training to be used to produce greatest benefit in relation to cost of training. (NRS 284.343)

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Associated Regulations, cont'd	NAC 284.490 Reimbursement or prepayment for training or education. (NRS 284.343) NAC 284.494 Request for training. NAC 284.498 Training of supervisory employee. (NRS 284.155, 284.343) NAC 284.502 Training of managerial employees. NAC 284.510 Responsibilities or appointing authorities.
Associated Procedures	None.

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Employee/Student Procedures	
Definitions	
<ul style="list-style-type: none"> • A course is educational curriculum on a specific topic. • A class is an instance of the course. • A session is an instance of the class. A class may consist of more than one session. 	
Step	Agency with On-line Input
LOGIN	
1.	From your Internet browser, enter the following Internet address: http://neats.state.nv.us/NEATS .
2.	To initially login to NEATS, please contact your Agency Training Representative or the IFS-HR Help Desk for instructions. If you already have your password established, login by entering your User ID or Internal ID and Password.
	 <p>Note: It is recommended to use your 5-Digit Internal ID number each time you login. If you choose to use your alpha or combination alpha-numeric User ID, ensure that you are using the correct User ID that is listed in the top right corner of your NEATS Home Page.</p>

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3. On the NEATS Home Page, your alpha/alpha numeric User ID will be designated in the upper right corner as Current User. If you have any Training activity (i.e. upcoming classes) this information will also be displayed on your NEATS Home Page listed under Training.

The screenshot shows the NEATS Home Page. At the top, it says "Welcome to NEATS Nevada Employee Action and Timekeeping System". In the upper right corner, it displays "Session Started: 7/22/04 2:28 PM", "Current User: tbuckner", and "Site Help Logoff". Below this, there are tabs for "Neats Home", "Training", and "Messages". The main content area is divided into several sections: "User Information" (Name: BUCKNER, TRICIA; Home Address; Home Phone), "Personal Tasks" (Change Password, Update My Email Address, Update My Password Hint), "Messages" (a table with Date and Subject columns, showing messages from 6/10/04 and 1/26/03), "Training" (1 Upcoming Classes), and "Reference Information & Links" (Help, IFS Home Page, HR Data Warehouse, Financial Data Warehouse (DAWN), State Home Page). A red circle highlights the "Training" section, and another red circle highlights the "Logoff" link in the top right corner.

Date	Subject
6/10/04	NEATS PASSWORD RESET
1/26/03	NEATS test environment

Training
1 Upcoming Classes

Note: If your agency elects to require approvals on training enrollments, your requests will be displayed as 'Pending Approval.'

4. Click on the Training tab to access your training information. You will be prompted to enter in your email address. If you do not have an email address, enter 'None'. If you do not enter an email address you will not be notified of any training activity, such as rescheduled classes, class cancellations. Please be sure to enter in complete email address, i.e., tbuckner@ifs.state.nv.us. Click "OK" after you have entered your email address.

The screenshot shows the "Change Email Form" in the NEATS system. It has the same header as the previous screenshot. The main content area is titled "Change Email Address" and contains a message: "Your email address is either missing or invalid. Please enter your email address. If you do not have an email address enter 'None'". Below this, it says "If you do not put in a complete/correct email address, you will not be notified of any training activity." There are input fields for "User Id" (tbuckner) and "Email" (tbuckner@ifs.state.nv.us). At the bottom, there are "OK" and "Cancel" buttons.

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5. Click on the Training tab to access your training information. Your 'Student Class Schedule' will be displayed.

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 7/23/04 1:20 PM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

Student Schedule Page Help

Student Class Schedule

Student Name: BUCKNER, TRICIA Agency: 070
Internal ID: 0000010284 Organization: 1363
User ID: tbuckner Work Location: CCPER

View: Class Schedule | Request History

Scheduled Classes

Start Dt	End Dt	Class	Location	Status	Action
12/09/2004	12/09/2004	- Basic Accounting	Great Basin College	Enrolled	Drop...

Note: If your agency elects to require approvals on training enrollments, your requests will be displayed as 'Pending Approval.'

6. A student can also view their training schedule using the 'Training Task Bar' by clicking on 'View My Schedule'.

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 10/6/03 2:31 PM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

Student Schedule Page Help

Student Class Schedule

Student Name: BUCKNER, TRICIA Agency: 070
Internal ID: 0000010284 Organization: 1363
User ID: tbuckner Work Location: CCPER

View: Class Schedule | Request History

Scheduled Classes

Start Dt	End Dt	Class	Location	Status	Action
10/29/2003	10/29/2003	MGT410 - How to Set & Achieve Goals	Stewart Facility Rm 216	Enrolled	Drop...
11/06/2003	11/06/2003	- IFS-HR: Timesheet Data Entry in ADVANTAGE-HR	IFS-HR Training Room B	Enrolled	Drop...
12/07/2003	12/07/2003	- How to do NEATS testing	Stewart Facility Rm 216	Enrolled	Drop...

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Note: Click on the Training Task Bar for options.

Registering for a Class

To register for a new class, click on 'Browse Courses' and then click on the desired course.

7.

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 10/6/03 2:31 PM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

Course List

Page Help

Training Task Bar

- Personal Tasks
- View My Schedule
- Browse Courses**
- Search Classes
- View My Transcript

Course List

Sponsoring Agency: << Any >>

Course Code	Course Name	Attendance		Action
		Min	Max	
AT101	About Training	5	25	List Classes...
STE210	Alcohol and Drug Testing Program	25	28	List Classes...
	Basic Accounting	0	10	List Classes...
	Basic Accounting I	0	10	List Classes...
	Certification for State Contract Managers	10	28	List Classes...
	Change Happens: Dealing With It	26	36	List Classes...
MGT310	Coaching for Supervisors	12	36	List Classes...
333	Communicating Effectively in a Grant	10	25	List Classes...
	Communication Conflict: What Now?	20	36	List Classes...
	Communication: Back to the Basics	25	28	List Classes...
	Communication: Effective Writing	26	32	List Classes...
	Communication: Listen Up	25	36	List Classes...
	Communication: What's My Style?	25	28	List Classes...

Note: You can also click on "Search Classes," type in the class you're looking for, and click on the class to view and/or enroll.

8.

The 'Course Details' appear. Click on 'List Classes' to view available dates and times.

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 7/23/04 1:20 PM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

Course Detail

Page Help

Course Details

Course Code: MGT410 Course Hours: 8

Course Name: How to Set & Achieve Goals

Description: Have you ever set goals for yourself, and then given up because you felt you couldn't achieve them? Or do you believe that setting goals tends to be a waste of time? This course helps you to identify those goals in your professional and personal life that will lead you toward success and

Sponsor Agency: 070 DEPARTMENT OF PERSONNEL

☐ Limit enrollment to agency:

☐ External User Enrollment Allowed

Provider: n/a

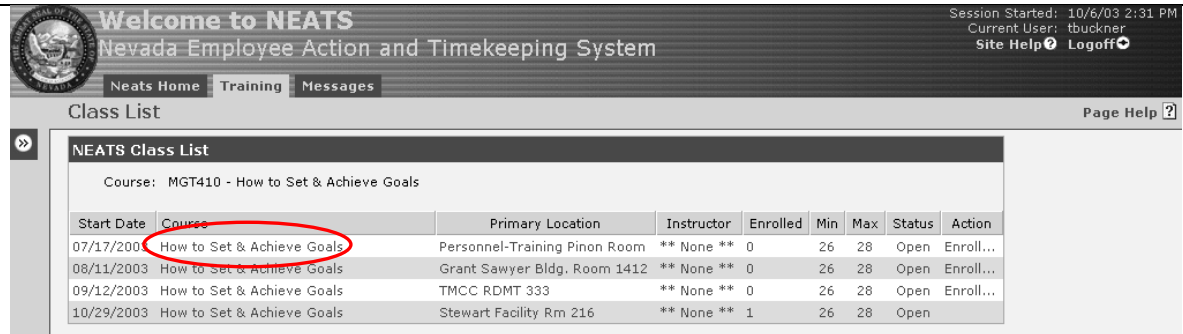
Enrollment Limits: Min: 26 Max: 28 Course Fee: \$0.00

Prerequisites:

List Classes Cancel

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9. When the NEATS Class List appears, click on the class you wish to attend.



Session Started: 10/6/03 2:31 PM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

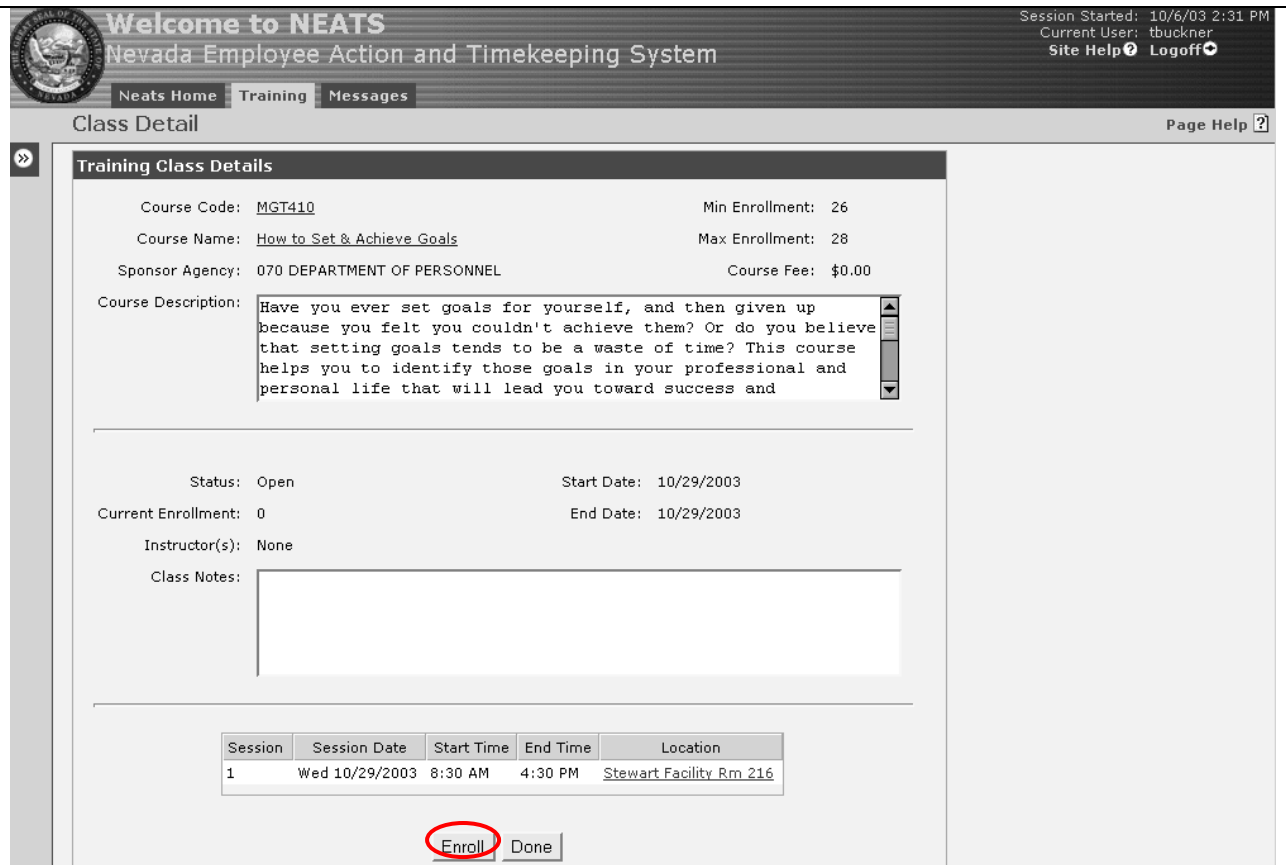
Class List Page Help ?

NEATS Class List

Course: MGT410 - How to Set & Achieve Goals

Start Date	Course	Primary Location	Instructor	Enrolled	Min	Max	Status	Action
07/17/2003	How to Set & Achieve Goals	Personnel-Training Pinon Room	** None **	0	26	28	Open	Enroll...
08/11/2003	How to Set & Achieve Goals	Grant Sawyer Bldg. Room 1412	** None **	0	26	28	Open	Enroll...
09/12/2003	How to Set & Achieve Goals	TMCC RDMT 333	** None **	0	26	28	Open	Enroll...
10/29/2003	How to Set & Achieve Goals	Stewart Facility Rm 216	** None **	1	26	28	Open	

10. The 'Training Class Details' appear. If this is the correct class click on 'Enroll'.



Session Started: 10/6/03 2:31 PM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

Class Detail Page Help ?

Training Class Details

Course Code: MGT410 Min Enrollment: 26
Course Name: How to Set & Achieve Goals Max Enrollment: 28
Sponsor Agency: 070 DEPARTMENT OF PERSONNEL Course Fee: \$0.00
Course Description: Have you ever set goals for yourself, and then given up because you felt you couldn't achieve them? Or do you believe that setting goals tends to be a waste of time? This course helps you to identify those goals in your professional and personal life that will lead you toward success and

Status: Open Start Date: 10/29/2003
Current Enrollment: 0 End Date: 10/29/2003
Instructor(s): None
Class Notes:

Session	Session Date	Start Time	End Time	Location
1	Wed 10/29/2003	8:30 AM	4:30 PM	Stewart Facility Rm 216

Enroll Done

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Note: Your agency-specific classes will also be offered along with the State Personnel-offered classes. These will be differentiated through the course numbers.

11. You will receive the following enrollment message.

The screenshot shows the NEATS web interface. At the top, it says "Welcome to NEATS Nevada Employee Action and Timekeeping System". There are navigation tabs for "Neats Home", "Training", and "Messages". The "Messages" tab is selected. Below the tabs, it says "Student Schedule". On the right, session information is displayed: "Session Started: 10/6/03 2:31 PM", "Current User: tbuckner", and "Site Help Logoff". The main content area is titled "Student Class Schedule" and shows enrollment details for "MGT410 - How to Set & Achieve Goals". The student's name is "BUCKNER, TRICIA", Agency is "070", Internal ID is redacted, Organization is "1363", User ID is "tbuckner", and Work Location is "CCPER". Below this, there is a table of "Scheduled Classes".

Start Dt	End Dt	Class	Location	Status	Action
10/29/2003	10/29/2003	MGT410 - How to Set & Achieve Goals	Stewart Facility Rm 216	Enrolled	Drop...
10/29/2003	10/29/2003	MGT410 - How to Set & Achieve Goals	Stewart Facility Rm 216	Dropped	
11/06/2003	11/06/2003	IFS-HR: Timesheet Data Entry in ADVANTAGE-HR	IFS-HR Training Room B	Enrolled	Drop...
12/07/2003	12/07/2003	How to do NEATS testing	Stewart Facility Rm 216	Enrolled	Drop...

12. You will receive an email confirming your request.

The screenshot shows an email window titled "NEATS Training Request Approved - Message (Plain Text) - US-ASCII". The email is from David Lahti to Tricia Buckner, dated Monday, 10/6/2003 3:29 PM. The subject is "NEATS Training Request Approved". The body of the email states: "Your request for enrollment in a NEATS class has been approved. Your enrollment in the following class is confirmed: Course: How to Set & Achieve Goals Dates: 10/29/2003 - 10/29/2003". It also includes a disclaimer: "This email is generated automatically and this email address is not monitored. Please do not reply to this email. If you have questions you can contact your Agency's Training Liaison."

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Note: The confirming email text may differ slightly if your agency requires supervisory approval on training requests.

Note: Agencies may elect to require approvals on training enrollments.

13. To view your enrollment, click on 'View My Schedule' and your enrollment will be displayed.

The screenshot shows the 'Student Class Schedule' page in the NEATS system. At the top, there's a header with the Nevada state seal and the text 'Welcome to NEATS Nevada Employee Action and Timekeeping System'. Below this are navigation tabs: 'Neats Home', 'Training', and 'Messages'. The 'Training' tab is selected. The main content area is titled 'Student Class Schedule' and shows a search bar with 'Enrolled in MGT410 - How to Set & Achieve Goals'. Below the search bar, user information is displayed: 'Student Name: BUCKNER, TRICIA', 'Internal ID: [REDACTED]', 'User ID: tbuckner', 'Agency: 070', 'Organization: 1363', and 'Work Location: CCPER'. A table titled 'Scheduled Classes' lists the following data:

Start Dt	End Dt	Class	Location	Status	Action
10/29/2003	10/29/2003	MGT410 - How to Set & Achieve Goals	Stewart Facility Rm 216	Enrolled	Drop...
10/29/2003	10/29/2003	MGT410 - How to Set & Achieve Goals	Stewart Facility Rm 216	Dropped	
11/06/2003	11/06/2003	- IFS-HR: Timesheet Data Entry in ADVANTAGE-HR	IFS-HR Training Room B	Enrolled	Drop...
12/07/2003	12/07/2003	- How to do NEATS testing	Stewart Facility Rm 216	Enrolled	Drop...

14. Your enrollment is also listed on your Home Page.

The screenshot shows the 'NEATS Home Page' in the NEATS system. At the top, there's a header with the Nevada state seal and the text 'Welcome to NEATS Nevada Employee Action and Timekeeping System'. Below this are navigation tabs: 'Neats Home', 'Training', and 'Messages'. The 'Neats Home' tab is selected. The main content area is titled 'NEATS Home Page' and is divided into several sections. The 'User Information' section displays: 'Name: BUCKNER, TRICIA', 'Home Address: 000 FAIRVIEW DR. CARSON CITY, NV 89701', and 'Home Phone: 7750000000'. The 'Personal Tasks' section lists: 'Change Password' and 'Update My Email Address'. The 'Messages' section shows a table with the following data:

Date	Subject
1/26/03	NEATS test environment

The 'Training' section, which is circled in red, shows '3 Upcoming Classes'. The 'Reference Information & Links' section lists: 'Help', 'IFS Home Page', 'HR Data Warehouse', 'Financial Data Warehouse (DAWN)', and 'State Home Page'.

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Note: If your agency elects to require approvals on training enrollments, your requests will be displayed as 'pending approval', until your supervisor approves your attendance.

Finding the Class Location

15. To find the location of a class, go to your Student Class Schedule and click on the class you wish to locate.

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 10/6/03 2:31 PM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

Student Schedule Page Help

Student Class Schedule

Student Name: BUCKNER, TRICIA Agency: 070
Internal ID: [REDACTED] Organization: 1363
User ID: tbuckner Work Location: CCPER

View: Class Schedule | Request History

Scheduled Classes

Start Dt	End Dt	Class	Location	Status	Action
10/29/2003	10/29/2003	MGT410 - How to Set & Achieve Goals	Stewart Facility Rm 216	Enrolled	Drop...
10/29/2003	10/29/2003	MGT410 - How to Set & Achieve Goals	Stewart Facility Rm 216	Dropped	
11/06/2003	11/06/2003	IFS-HR: Timesheet Data Entry in ADVANTAGE-HR	IFS-HR Training Room B	Enrolled	Drop...
12/07/2003	12/07/2003	- How to do NEATS testing	Stewart Facility Rm 216	Enrolled	Drop...

16. From the 'Training Class Details,' click on the class location listed.

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 12/4/03 11:33 AM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

Class Detail Page Help

Training Class Details

Course Code: STE210 Min Enrollment: 25
Course Name: Alcohol and Drug Testing Program Max Enrollment: 36
Sponsor Agency: 070 DEPARTMENT OF PERSONNEL Course Fee: \$0.00

Course Description: NRS 284.4069 requires all managers and supervisors to attend this course. If there is a decline in an employee's job performance, the decline could, but not necessarily, be alcohol or drug abuse related. Therefore, the procedure that all supervisors and managers are required to follow is

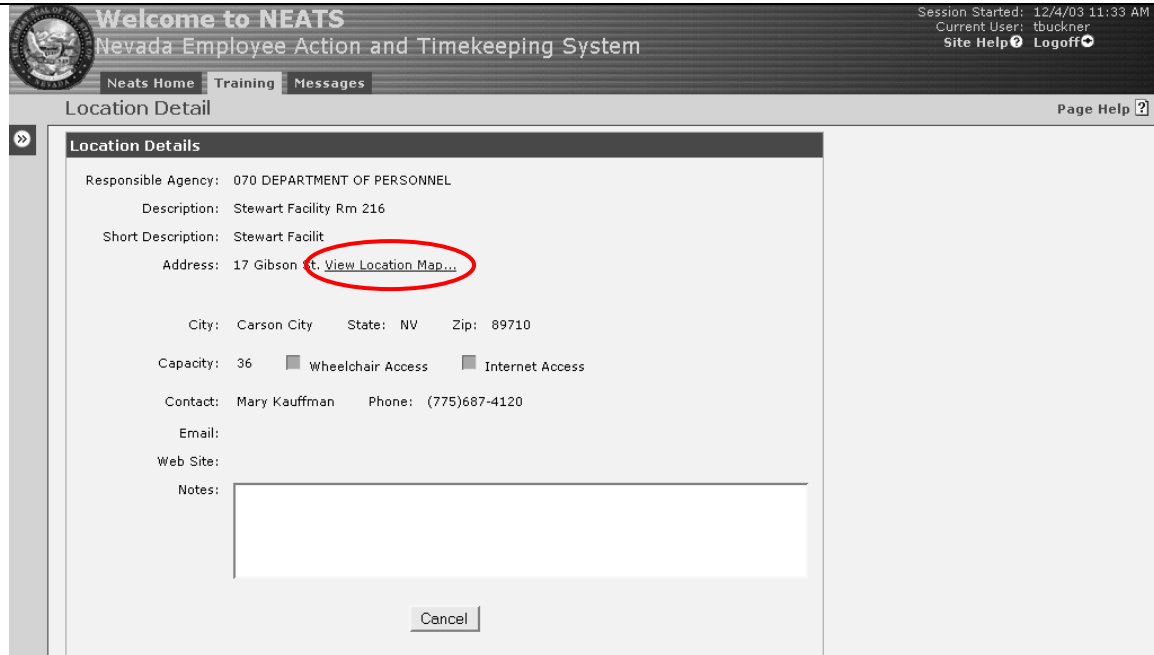
Status: Open Start Date: 12/02/2003
Current Enrollment: 0 View Roster End Date: 12/02/2003
Instructor(s): None
Class Notes:

Session	Session Date	Start Time	End Time	Location
1	Tue 12/02/2003	8:00 AM	5:00 PM	Stewart Facility Rm 216

Enroll Done

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17. Click on 'View Location Map.'



Welcome to NEATS
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Session Started: 12/4/03 11:33 AM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

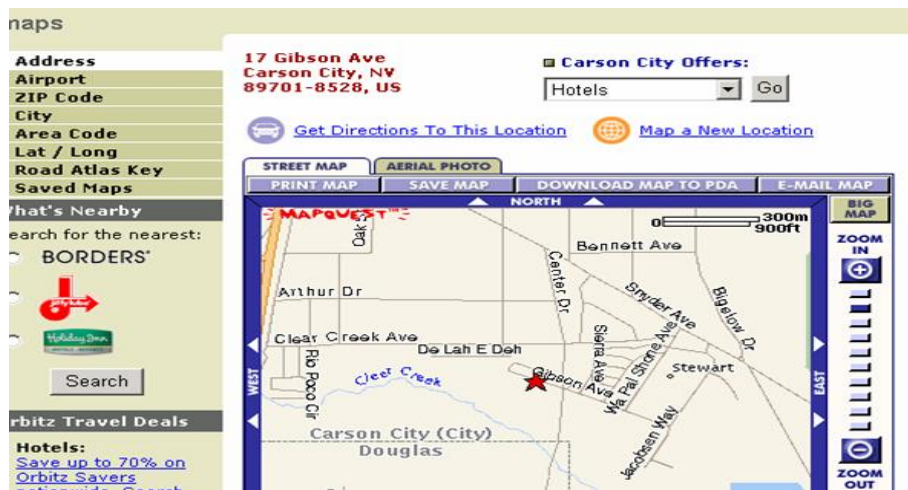
Location Detail Page Help ?

Location Details

Responsible Agency: 070 DEPARTMENT OF PERSONNEL
Description: Stewart Facility Rm 216
Short Description: Stewart Facilit
Address: 17 Gibson **View Location Map...**
City: Carson City State: NV Zip: 89710
Capacity: 36 ☐ Wheelchair Access ☐ Internet Access
Contact: Mary Kauffman Phone: (775)687-4120
Email:
Web Site:
Notes:

Cancel

18. A map detailing your class location will appear.



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Note: If the instructor has not entered your class grade and/or you do not enter your class evaluation, the class will not be designated as 'completed' on your transcript.

21. Enter evaluation information by clicking on selected responses, then click Submit.

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Session Started: 12/4/03 11:33 AM
Current User: tbuckner
Site Help Logoff

Neats Home Training Messages

View Class Evaluation Page Help

Class Evaluation

Please evaluate the course:

	Poor	Average	Excellent
Organization of content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handout(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio/Visual presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please evaluate the instructor:

	Poor	Average	Excellent
Overall effectiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge of the topic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to involve audience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please rate your overall experience with:

	Poor	Average	Excellent
The training session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The facility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacts with State Training personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How strongly to you agree with the following:

	Strongly Disagree	Agree	Strongly Agree
I would recommend this course to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this instructor to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What was most beneficial about this training session?

What changes could be made to enhance this training session?

Please share any additional comments

Submit Cancel

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22. Once the class evaluation has been submitted by the student, the attendance is updated as 'Complete' on the student transcript.

The screenshot shows the NEATS interface. At the top, it says 'Welcome to NEATS Nevada Employee Action and Timekeeping System'. The current user is 'tbuckner' and the session started on 10/6/03 at 2:31 PM. The user is viewing the 'Student Transcript' for 'BUCKNER, TRICIA'. The transcript shows a list of completed courses and scheduled classes.

Student Transcript

Student Name: BUCKNER, TRICIA Agency: 070
Internal ID: [REDACTED] Organization: 1363
User ID: tbuckner Work Location: COPER

Completed Course History

Course	End Dt	Location	Instructor	Status	Attendance	Grade	Action
989898 How to be a Help Desk Employee	09/17/2003	Stewart Facilit	** None **	Pass	Complete		
MGT310 Coaching for Supervisors	09/09/2003	Personnel-Train	** None **	N/A	Complete		
MGT310 Coaching for Supervisors	09/09/2003	Personnel-Train	** None **	N/A	Complete		
989898 How to be a Help Desk Employee	07/05/2003	Grant Sawyer Bl	** None **	N/A	Complete		
989898 How to be a Help Desk Employee	06/09/2003	Stewart Facilit	** None **	Pass	Complete		
Business and Ethics	01/01/2003	Unknown - Ext. Class	Unknown - Ext. Class	N/A	Complete		
Ethical submission	01/01/2003	Unknown - Ext. Class	Unknown - Ext. Class	N/A	Complete		
Ethical submission 2	01/01/2003	Unknown - Ext. Class	Unknown - Ext. Class	N/A	Complete		

Scheduled Classes

Course	End Dt	Location	Instructor	Status
MGT410 How to Set & Achieve Goals	10/29/2003	Stewart Facility Rm 216	** None **	Enrolled
Communication Conflict: What Now?	08/21/2003	Personnel-Training Pinon Room	** None **	Enrolled
How to do NEATS testing	12/07/2003	Stewart Facility Rm 216	** None **	Enrolled
IFS-HR: Timesheet Data Entry in ADVANTAGE-HR	11/06/2003	IFS-HR Training Room B	HARRIS, DEBORAH	Enrolled
Problem Solving for Managers	09/24/2003	TMCC RDMT 333	** None **	Enrolled

[Print Transcript...](#)

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